



## MEMORANDUM

**TO:** Special Education Co-operatives and District Title IIA Contacts

**FROM:** Deborah J. Yates, Title II, Part A Grant/HQT Specialist

**DATE:** November 12, 2010

**SUBJECT:** Special Education Personnel HQT Requirements and CE & CP data reporting for 2010-2011 School Year

Please route the following information to personnel responsible for filling out your district's CE and CP data collections.

This memo clarifies who is responsible for reporting personnel on the CE report, reporting courses on the CP report, collecting and keeping HQT verification documentation, and who is held responsible for non-HQT with any Title IIA application requirements and possible fund restriction (2141a or 2141c status).

1. All teachers are listed on the CE report by the district that is paying their salary. This means that Special Education Co-ops that pay the salary of the special education teachers that are working in other district buildings would be the ones to report teachers on the CE report.
2. The CP report is filled out by the district in which teachers are working. This means that Special Education Co-ops do not fill out the CP report. Special Education teachers must be listed by the districts in which they have their work assignment.
3. HQT verification forms for all primary teachers of Core Academic Subjects must be kept at the district office in which the teacher is assigned. Accountability for Title IIA funding (either 2141a or 2141c district status) resides with the district in which the teachers are assigned.
4. Please refer to the document entitled "Special Education Teachers" on the HQT webpage: [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) for assistance on coding your special education teachers correctly for the work they are doing in your school district.

### Critical Reminders:

1. Under "No Child Left Behind" (Elementary and Secondary Education Act), ALL TEACHERS who are primary teachers of Core Academic Subjects must be verified as "Highly Qualified." NCLB defines Core Academic Subjects as the following: English, reading or language arts, math, science, economics, civics and

government, history, geography, fine arts (music and visual arts only), and foreign language.

2. **“Highly Qualified” Requirements:**

- a. Teachers must hold at least a **bachelor’s degree**; **AND** be **fully licensed** to teach in the Core Academic Subject(s) that they are assigned to teach **OR** hold a Transition to Teaching permit.
- b. Teachers must have **verification of content knowledge** for each Core Academic Subject that they are assigned to teach. This means they must have **ONE** of the following for each Core Academic Subject:
  - i. Praxis II passing score for each Core Academic Subject
  - ii. NTE (National Teachers Exam) specialty exam passing score for each Core Academic Subject
  - iii. National Board for Professional Teaching Standards Certification for each Core Academic Subject
  - iv. Have at least 24 hours in the Core Academic Subject content area (Secondary Teachers)
  - v. Hold a bachelor’s or master’s degree in the Core Academic Subject (Secondary Teachers)
  - vi. Highly Qualified Verification form from another state
  - vii. Have 100 points on the Indiana HOUSSE (**ONLY IF HOUSSE WAS COMPLETED PRIOR TO THE CLOSE OF THE 2006-2007 SCHOOL YEAR AND THE TEACHER HAS NOT CHANGED EITHER TEACHING ASSIGNMENT OR SCHOOL DISTRICTS SINCE THEN**)

3. **For every teacher listed as “Highly Qualified” on the Certified Position Report, a “Highly Qualified” Verification Form MUST be kept in a central location at the district office.** The acceptable documentation to be retained on file to demonstrate **BOTH** aspects of Highly Qualified Teacher status (see #2(a) and #2(b) above) contains the following:

- a. A completed HQT Verification Form (beginning in 2010-2011 school year)
- b. Copy of valid Indiana instructional License OR print-out of a valid Indiana instructional license from the [Educator License Lookup](#) with applicable Core Academic Subject and setting.
- c. **ONE** of the following for **EACH** Core Academic Subject:
  - i. Copy of PRAXIS II scores
  - ii. Copy of NTE specialty exam scores
  - iii. Verification from IDOE of HQ status based on PRAXIS II or NTE specialty exam
  - iv. Copy of transcript(s) with at least 24 related credit hours awarded (Secondary teachers only)
  - v. Copy of transcript(s) with a graduate degree awarded
  - vi. Copy of National Board for Professional Teaching Standards Certification
  - vii. Highly Qualified Verification Form from another state
  - viii. Copy of completed HOUSSE rubric AND required documentation (**ONLY IF HOUSSE WAS COMPLETED PRIOR TO THE CLOSE OF THE 2006-2007 SCHOOL YEAR AND THE TEACHER HAS NOT**

**CHANGED EITHER TEACHING ASSIGNMENT OR SCHOOL DISTRICTS SINCE THEN)**

Please refer to the [Documenting Teachers' Highly Qualified Status](#) guidance document on the [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) site when demonstrating “Highly Qualified Teacher” status.

Please also refer to the Highly Qualified informational brochure also located on the [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) site. You may find this helpful during your verification and documentation process.

Please direct any questions or follow up to the Title II, Part A Grant/HQT Specialist, Debbie Yates.

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